

Records Destruction Information of Education Bureau in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	214.48	<ul style="list-style-type: none"> • Administration • Accommodation and Facilities • Procurement and Supplies • Finance and Accounting • Human Resources • Management of Information, Information Services and Information Technology
Programme Records	604.93	<ul style="list-style-type: none"> • Subject and Curriculum • Schools and staff administration • Education-related Programme, Activities and Support
Total	819.40*	

**There is a slight discrepancy between the sum of individual items and the total due to rounding of figures.*

For enquiries concerning the above destruction information, please approach Education Bureau at edbinfo@edb.gov.hk.